

# Alliant International University

(All Campus Policy)

## STUDENT RECORDS

### Disclosure and Release of Student Information

In order to protect the privacy of students, the Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records and sets certain conditions on the disclosure of personal information from these records. Students will be notified of their FERPA rights annually.

These FERPA rights are:

1. The right to inspect and review the student's education records within 15 working days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605, a written complaint concerning specific alleged failures by the University to comply with the requirements of FERPA.

### Definitions

Student - any person who attends or has attended the University.

Education records - any record (in handwriting, print, video or audio tape, film, computer or other medium) maintained by the University or an agent of the University, which is directly related to a student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute of the maker of the record.
- Records created and maintained by a University law enforcement unit for law enforcement purposes.

- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing treatment.
- Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Disclosure - To permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

School official is:

- A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the University to perform a special task, such as an attorney, auditor, or security.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

### **Procedure to Inspect Education Records**

Students may inspect their education records upon a written request to the appropriate records custodian which identifies as precisely as possible the record(s) he or she wishes to inspect.

The records custodian or appropriate staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 15 working days from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect only the records which relate to him or her.

### **Limitation on the Right of Access**

The University reserves the right to refuse to permit a student to inspect the following records:

1. Financial records of the student's parents.
2. Letters and statements of recommendation for which the student has waived her or his right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

### **Refusal to Provide Copies**

The University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. The student is in default status on a student loan made as a student of the University.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA access provisions.)

### **Fee for Copies of Records**

The fee for copies will be 25 cents per page. The University will also charge for postage.

There is a separate fee for a transcript.

**Types, Locations, and Custodians of Education Records**

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Admission Records	Admissions or Registrar's Office once application completed	Admissions Director, or Registrar
Athletics Records (San Diego only)	Athletics Department	Athletics Director
Athletic Health & Injury Reports (San Diego only)	Athletics Department	Athletics Director
Cumulative Academic Records (Current Students)	Academic Units/ Registrar (including for clinical, fieldwork, practicum, and internship)	Registrar or Program Director
Cumulative Academic Program Records (Former students)	Academic Units, Registrar's Office or offsite storage	Registrar or Director
Disciplinary Records	Student Life President	Vice-Provost for Student Life or Assistant Vice President of Campus
Financial Aid Records	Financial Aid Office	Director/Coordinator, Financial Aid
Financial Records	Student Business Services	Coordinator, Student Business Services
Housing Records (San Diego only)	Office of Residential Life & Housing	Resident Director
International Scholars & Students (not including documents such as I-20 which contain blanket release)	International Student Services Office	Director/Coordinator, International Student Services Office
Records re: Students With Disabilities	Disability Services	Coordinator of Disability Services

Student Employment Records	Financial Aid & Unit where student employed	Financial Aid Director/ Coordinator, various program offices
Transcripts & Supporting Documentation	Registrar's Office	Registrar

**Disclosure of Education Records**

The University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is made in accordance with FERPA regulations, including when the disclosure is:

1. To school officials who have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student, such as health care, counseling, job placement, or financial aid.
  - Maintaining the safety and security of the campus.
2. To officials of another school, upon request, where a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for and receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms or conditions of the aid. Since the terms of a Title IV loan require that it be repaid, a collection agency may have access to those records necessary to enforce the terms of a promissory note.
5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena. If a subpoena is served, it will be referred to the University's Legal Counsel. The University will make a reasonable effort to notify the student in advance of compliance so that the student may seek a protective order. Note that the University must comply with orders in subpoenas for Federal Grand Jury or other law enforcement purposes that forbid such notification.
9. To appropriate parties in a health or safety emergency.
10. To individuals requesting directory information so designated by the University.
11. The results of any disciplinary proceedings conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime. By law, the alleged victim must keep the results of the disciplinary action and any appeal confidential.

### **Record of Requests for Disclosure**

The University must maintain a record in the student's education record of all requests for or disclosures of information from a student's education records except when disclosure is in response to:

1. A written request from the student (the request will be maintained in the record);
2. A request from a school official;
3. A request for Directory Information; or
4. A court order or lawfully issued subpoena (the order or subpoena and response will be maintained in the record).

The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

### **Directory Information**

The University designates the following items as Directory Information: student name, address, telephone number(s), e-mail address, parent's name(s), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended. The University may disclose any of those items without prior written consent, unless the student notifies the Registrar in writing to the contrary.

If student directories are published, students will have the opportunity to have their names, addresses, and telephone numbers omitted.

### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the custodian to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.
2. If the University decides not to amend the record as requested, the University will notify the student of the decision and inform the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy right.
3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be a school official. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student, at his or her own expense, may be assisted by one or more individuals, including an attorney.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and a reason for the decision.
6. If the University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or a statement setting forth reasons for disagreeing with the decision.

8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

### **Disclosure in Response to Telephone Inquiries**

Only those items designated as directory information shall be released in response to telephone inquiries. Such items include:

- student's name;
- address and telephone number;
- whether or not the student is currently enrolled;
- the College or program of enrollment;
- dates of enrollment;
- class/year status (first-year, sophomore, junior, senior, graduate student, etc.)
- degree(s) earned; date degree(s) conferred, major or field of concentration and honors received;
- participation in officially recognized activities and sports;
- weight and height of athletic team members and most recent educational institution attended.

Any student who does not wish to have directory information released must submit written notification to the Registrar's Office.

### **Student Directories**

If student directories are published for general distribution, students shall be given the opportunity to have their addresses and telephone numbers omitted, but not their names.

### **Military Recruiting on Campus Policy/Solomon Amendment**

Institutions of higher learning which access federally funded financial aid programs are required by law to accommodate military recruiting on campus.

The University will allow entry to campuses, access to student records on campuses, and access to information that would be helpful to them for recruiting purposes including student name, address, telephone number, age, or year of birth, level of education, and major, if requested by any branch of the military. If the student has requested withholding of this type of directory information under FERPA, the information will not be released.

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